Valencia County Fire Department
444 Luna Ave ◊ P.O. Box 1119 ◊ Los Lunas, New Mexico 87031
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Job Summary: As a member of the EMS Division team, the EMS Training Lieutenant will serve as a vital component to the Valencia County Fire Department. Under the direction of the Deputy Chief of Emergency Medical Services, the EMS Lieutenant will deliver EMS training, instruction, and programming to all Emergency Personnel in VCFD. The EMS Lieutenant will be the initial point of contact for QA/QI and will assist in development of billing processes. In addition, the EMS Training Lieutenant is expected to maintain collaborative relationships with external stakeholders throughout Valencia County and the surrounding area.

Job Duties & Responsibilities:

EMS Training Delivery & Coordination

· Develop, coordinate, and lead monthly joint EMS continuing education (CE) sessions.

Assist with the implementation of Medicare/Medicaid processes (including billing)

Oversee the departments Quality Assurance/Quality Improvement Process.

· Manage and document CE hours for state and national recertification.

· Facilitate BLS and ACLS recertification's and lead monthly CPR training.

· Oversee and maintain EMS training equipment to ensure functionality and compliance.

· Administer recertification processes for State and National Registry ACLS, and BLS.

· Develop and manage content within the Learning Management System (LMS).

· Integrate EMS content into fire-related training where applicable.

· Provide assistance and expertise in large-scale emergency events within the county as needed.

Instructional Program Development

· Collaborate to deliver shift-based, hands-on scenario training (LAB).

· Facilitate QA/QI-driven education and skills reviews.

· Support development of specialized programs as needed.

· Contribute to operational training materials, reports and guides.

Quality Improvement, Data Use & Collaboration

· Participate in patient care documentation reviews to support quality assurance efforts.

· Integrate CPR feedback into training to improve provider performance.

· Collaborate with VCFD and UNM Consortium to support system-wide improvements.

· Act as liaison to educational partners, including CNM and UNM.

· Provide ongoing support and input to the EMS Deputy Chief.

Leadership and Organizational Culture

· Promote the Department's Mission, Vision, and Guiding Virtues

· Stay informed of emerging threats, technologies, industry trends, and legislation in as they pertain to training and quality improvement.

· Demonstrate leadership by making or supporting decisions that reflect the organizational mission and goals even when the decision may be unpopular to some.

· Lead by positive example

· Exemplary customer service skills that find common ground and preserve relationships.

· Encourage co-workers and employees to be accountable for their work and take ownership in what they do.

Education, Experience, and Licensing Requirements

· High school diploma or GED required.

· Associate's degree in EMS, Fire Science, or a related field preferred.

· Minimum of four (4) years' experience as a field paramedic, preferably in a fire-based EMS system.

· Minimum of two (2) years' experience in field training and/or adult EMS instruction.

· Experience in EMS quality improvement programs preferred.

· Must be at least 21 years of age.

· Must pass a background investigation, polygraph, physical exam, and drug screening.

· Valid driver's license with acceptable driving record; must obtain New Mexico license within 30 days of hire.

· Strong ability to maintain confidentiality and operate with professionalism.

· Able to prioritize tasks, work independently, and thrive in a dynamic team environment.

· Proficient with Microsoft Office Suite, LMS platforms, and smart classroom technologies.

Licenses, Certifications & Accreditations

· IS-100, IS-200, IS-700, IS-800 (within 3 months of hire)

· National Registry Paramedic (in good standing) with ability to obtain New Mexico Paramedic license

· BLS Instructor (within 6 months of hire)

· ACLS Instructor (within 6 months of hire)

· Obtain State EMS Instructor Certification (within 18 months of hire)

· CCP-C and/or FP-C certification are desirable.

· Maintain clinical certification and field capability as a practicing paramedic.

Job Competencies:

· **Adaptability**—Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

· **Initiative**—Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

· **Interpersonal Skills**—Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

· **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

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Organizational Support—Follows policies and procedures; completes administrative tasks correctly and on time; supports the organization's goals and values; benefits the organization through outside activities; supports affirmative action and respects diversity.

· **Problem Solving** - Identifies and resolves problems timely; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.

· **Professionalism** - Tactfully approaches others; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

· **Strategic Thinking**: Develops strategies to achieve organizational goals; understands the organization's strengths and weaknesses; analyzes the market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

· **Teamwork**—Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts the success of the team above one's own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

· **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; is able to read and interpret written information.

Physical Demands and the Work Environment: The work environment includes indoor and outdoor environments.

· Indoor: office space, interior of buildings. Outdoor: exterior of buildings, construction sites, and special event sites in all weather conditions. Work is performed. I must be able to talk, listen, and speak clearly. Must be able to lift to 20 lbs., push and pull up to 20 lbs., lift, stand, and carry consistently, and have proper hearing, vision, and speech capabilities.

· Work may be performed under dangerous and adverse conditions, including, but not limited to, low-light levels, slippery and uneven surfaces, proximity to moving equipment, broken glass or other materials, elevated surfaces, and confined spaces.

· May be exposed to: Contaminated environments, including but not limited to hazardous materials, smoke, gases, chemicals, fumes, odors, mists, biohazards, and dusts. Hazardous materials associated with building maintenance.

· High noise levels include fire alarms, construction equipment, and other elevated noise situations.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties,

responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.